

**EXHIBIT 3-J REQUEST FOR TRANSFER OF FEDERAL FUNDS TO THE FEDERAL TRANSIT  
ADMINISTRATION (FTA)***(On Local Agency Overhead)*

To: (DLAE Name) \_\_\_\_\_ Date: \_\_\_\_\_  
 District Local Assistance Engineer FTIP/FSTIP ID(s): \_\_\_\_\_  
 CALTRANS, Office of Local Assistance Project Description(s): \_\_\_\_\_  
 (District Address) \_\_\_\_\_

Dear (DLAE Name):

We have received notification of pending grant application approval for this public transit project and request that you transfer these federal funds to the Federal Transit Administration for project administration. The amount(s) requested do not exceed the funds provided to this agency in the current approved Federal Statewide Transportation Improvement Program (FSTIP).

Request for FTA Transfer Documentation

Attached is information/documentation in support of this request to transfer federal funds to the FTA:

- ☐ Pending FTA Grant Number: \_\_\_\_\_
- ☐ Copy of Approved FSTIP pages
- ☐ Copy of Grant Application (Section 5307 projects only)
- ☐ Copy of Caltrans Notification Letter (Section 5311 & 5310 projects only)
- ☐ Please transfer the following federal funds to the FTA:

<u>Fund Type</u>	<u>Programmed FSTIP Funds</u>	<u>Fiscal Year Programmed</u>	<u>Federal Funds To be transferred</u>
_____	_____	_____	_____
_____	_____	_____	_____
		<b>Total</b>	_____

I understand that the invoices for payment of federal funds will be processed by FTA (Section 5307), or Caltrans (Sections 5311 and 5310 – refer to *Division of Mass Transportation*, Section 5311 “Handbook and Guide,” for invoicing procedures and format)

Prior to payment of State Transportation Improvement Program (STIP) match funds: 1) California Transportation Commission (CTC) must allocate the funds, 2) Master Administering Agency– State Agreement for State Funded Projects and project specific Program Supplement Agreement (PSA) must be executed, 3) Applicant Agency must prepare and sign a project specific Finance Letter, and 4) Applicant Agency must submit evidence that payment of federal funds has been invoiced/received. Invoice procedures and format must adhere to Chapter 5, “Accounting/Invoices,” of *Local Assistance Procedures Manual* (LAPM) (available at <http://www.dot.ca.gov/hq/LocalPrograms/>). \* **Please note that STIP match funds may ONLY be used for purposes eligible under Article XIX of the California State Constitution.**

Check which of following applies:

- ☐ This project does not qualify for STIP match funds.
- ☐ This project is programmed to receive STIP match funds. I have attached the completed:
- 1) Request for STIP Fund Allocation
  - 2) Funding Allocation Checklist, and
  - 3) Finance Letter
- ☐ A request for allocation of STIP match funds will be made at a future date as permitted by Government Code Section 14529.17

**CERTIFICATION**

I certify that the facts and statements in this “Request for Transfer of Federal to the Federal Transit Administration” are accurate and correct. Following the transfer of funds to the FTA, this agency agrees to comply with the applicable terms and conditions set forth in Title 49, USC, Chapter 53 “Mass Transportation” and the policies and procedures promulgated the FTA relative to the above-designated project.

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Signature of Local Agency Representative

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Title

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Date

**Distribution:** Local Agency